

Brickyard News

Louisiana Property Assistance Agency

This edition includes:

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Auction Information

The next two auctions will be on November 12, 2005 and December 10, 2005. Remember you can view the items at the auction site three days prior to the auction date. For a copy of the auction brochure and buyers guide, please view our website the week of the auction.

La Property Assistance Agency

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(225) 342-6853 Compliance

(225) 342-6855 Fleet

- www.state.la.us/lpaa

Property Location Index

Protégé, the State of Louisiana's current Asset Management System, allows users to enter a wide variety of information into the system, which helps track and locate property. According to the LAC 34:VII.311, the agency property manager shall establish and maintain a property location index which shall be used to keep track of the physical location of property for that agency. The location field is a required field in Protégé.



Each agency's location index will be different. Some agencies use a number to distinguish a location (i.e. location 1009 means the Warehouse). Other agencies may spell out their locations (i.e. location ADMIN means the Administrative Office). Either way, your location index allows you to know where a piece of property is located. The recent hurricanes have demonstrated how essential it is to have an updated location index on file at LPAA and to have the correct locations entered in the Protégé system.

Protégé offers numerous reports that pull your assets by location. This can be of assistance if you need to know what property is physically in that location.

According to the rules, the agency property manager shall keep the property location index for the agency current and shall submit to LPAA an up-to-date index each time a change or modification is made.

Property Managers—We are asking you to review your property location index and update your Protégé records. Please send a copy of your current or revised location index to LPAA by December 31, 2005. These can be sent by fax at (225) 342-6891 or by regular mail at LPAA Compliance, P O Box 94095, Baton Rouge, LA 70804. Contact Rebecca at rebecca.kleinpeter@la.gov with questions or to see a sample index.

Ordering Property Tags

According to LAC 34:VII.309, each item which meets the definition of items of property to be inventoried must be identified with an identification tag approved by the commissioner of administration. Agencies shall submit their requests for tags directly to LPAA. Aside from the standard white tag, you can also have different color tags printed.

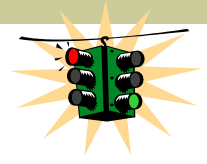
Some agencies find it in their best interest to use a colored tag to distinguish different grants or monies used to purchase that item. Tags can be printed in white, yellow, blue, pink, red, and green. This could be a colorful way to keep track of your property. The diagram to the left shows the exact shade of the colored tags.

The Request for Identification Tag form is located on LPAA's website and should be used for any tag requests. All tag requests should be submitted to Jean Carpenter by fax at (225) 342-6891. Jean can be contacted at (225) 342-6857 or by email at jean.carpenter@la.gov with any questions.

Tag colors:



Fleet Q & A



Question: How does each agency receive license plates?

Where is it: LAC 34:X1.103.2.a.iii

Answer: It is the responsibility of the Fleet Manager to apply to Public Safety for vehicle license plates and to notify the state fleet manager within 45 days of receipt of the plate. To notify the state fleet manager, update the record in Protégé to reflect the current and correct license plate number.

Question: What do I need to operate a state vehicle?

Where is it: LAC 34.X1.103.2.d

Answer: No state employee of any agency may be assigned to operate a vehicle or personally assigned vehicle without the agency having a completed, signed, and checked Louisiana State Employee Driver Safety Program Authorization/History Form (DA2054) on file.

Question: Personal assignment of fleet vehicles?

Where is it: LAC 34.X1.103.2.d

Answer: Personal assignment of fleet vehicles is not permitted without specific approval from the commissioner of administration via the MV-2 form. The criteria which merit request for personal assignment are listed in the LAC. It is the responsibility of the fleet manager to insure that the MV-2 is completed, signed, and approved prior to the personal assignment of a vehicle.

Question: Home storage of fleet vehicles?

Where is it: LAC 34.X1.103.2.e

Answer: Home storage of fleet vehicles is prohibited unless required and/or permitted and approved by the commissioner of administration via the MV-2. The criteria which merit request for home storage are listed in the LAC. It is the responsibility of the fleet manager to insure that the MV-2 is completed, signed, and approved prior to allowance of home storage of any fleet vehicle.

Question: When does vehicle assignments expire?

Where is it: LAC 34.X1.103.2.d & e

Answer: Any personal assignment or home storage approved by the commissioner during the year shall expire June 30. Annually, it shall be the responsibility of the fleet manager to complete a MV-2 and forward it to the state fleet manager for approval by May 1. This is done in order to continue the assignment into the new fiscal year.

Question: What is the MV-7?

Where is it: LAC 34.X1.103.2.g.i.d

Answer: It is the responsibility of the fleet manager to insure that records are kept on all mileage reimbursements to state employees who use privately owned vehicles to travel on state business. This reimbursement information shall be reported monthly, via the MV-7 form, to the state fleet manager no later than the thirtieth day following the end of the month to which the report pertains.

Question: How is the mileage tracked on fleet vehicles?

Where is it: LAC 34.X1.103.2.g.ii.c

Answer: All daily Vehicle Usage Logs (MV-3) should contain accurate information on miles traveled, repair/maintenance costs, and operating costs, and be found in each fleet vehicle. This information should be completed, approved, and entered into the Protégé system by the thirtieth day following the end of the month to which the report pertains.

Question: What are the requirements for maintaining fleet files and records?

Where is it: LAC 34.X1.103.2.g

Answer: It is the responsibility of the fleet manager to insure that these files are maintained for three years; vehicle files, Louisiana State Employee Driver Safety Program Authorization/Driving History form (DA2054), Personal Assignment and/or Home Storage Agreements (MV-2), Daily Vehicle Usage Logs (MV-3), Mileage Reimbursement Reports (MV-7), Preventative Maintenance (MV-4).



To ask more fleet questions, or to request a copy of the Fleet Management Regulations, contact Rebecca at Rebecca.kleinpeter@la.gov

You Have the Wrong Number?

Want to avoid being transferred? Having someone's direct line always helps to avoid transfers and accidental dropped calls. For your most frequent questions; here are a list of people that can assist you:

- Rebecca Kleinpeter at (225) 342-6853 can assist you with Protégé, and numerous compliance questions.
- Password disabled? Click the "Support" or "Need help signing in" options on the Protégé homepage.
- Bobby Hill, the State Fleet Manager, can be reached at (225) 342-6855.
- Floyd Rector, the Compliance Supervisor, can be reached at (225) 342-6853.
- Your Compliance Officer can answer any questions regarding compliance rules and regulations, along with almost any other question that may arise:
 - Stan Aaron (225) 342-3022
 - John Gilbeaux (225) 342-4324
 - Aggie Higginbotham (225) 342-6858
 - Carla James (225) 342-3479
- Jack Bowden at (225) 342-3407 can answer questions about the status of surplus pick-ups.
- Patti Wilson a (225) 342-6890 our CLK coordinator can answer questions pertaining to CLK pick-ups.
- Surplus delivery questions can be answered by Dedra Matthews at (225) 342-3194.
- New vehicle status can be answered by Veronica Daye at (225) 342-6861.
- Jean Carpenter at (225) 342-6857 can answer questions about tags, replacement tags, and duplicate tags that your agency needs.
- Questions about J4's or invoices? Sheryl Ferguson at (225) 342-6891 can assist you.
- Louvenia Johnese, the LPAA Warehouse Manager, can be reached at (225) 342-6865.
- Alton Couvillion, the Auto Shop Supervisor, can be reached at (225) 342-6833.
- Auction questions? Contact Evie Matthews at (225) 342-6854 or Betty Phillips at (225) 342-3312.
- LPAA's main line is (225) 342-6849, and Administration can be reached at (225) 342-6890.



Note from the Auditors

Our deepest sympathy to those persons affected by the recent devastating hurricanes. Should you have any questions concerning property or vehicles damaged by the storms, please contact our office for proper disposal procedures.

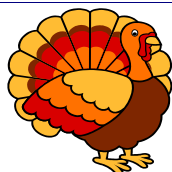
- As per the September issue of the Brickyard News, Protégé deletions have begun. The user access list was pulled on October 3, 2005 to see who has yet to log into Protégé or Web Surplus. Persons who have not logged in on or before July 1, 2004 will be deleted. Refer to the September issue of the Brickyard News with questions.
- Review your internal procedures and update your property records as needed for change.
- When disposing of property originally purchased from Federal Property Assistance, remember there are federal regulations regarding accountability. If you are not familiar with these regulations, contact La Federal Property Assistance Agency at (225) 342-7860 before surplus.

Important Reminders

- * All property information for the first quarter of fiscal year 2006 should be entered. Did you run your activity reports and balance for that quarter? Has your property information been updated in Protege?
- * If your employees would like to shop for your agency in the LPAA Warehouse, they must have prior approval from the property manager by written letter. If you would like to make an employee an authorized counter sales purchaser, and not have to send a letter each time they shop, complete an Authorized Counter Sale Purchaser form signed by the property manager and fax it to us at (225) 342-6891. The form is located on our website.
- * Need your password reset? Click the "Support" option at the top right hand corner of the Protégé screen or the "Need Help Signing In" option on the Incircuit homepage.



**Happy
Thanksgiving!
November 24**



Seasons Greetings